

Planting Care-Centred Practices to Grow Digital Well-Being & Community

3. Spread the Word			
A. Set Expectations on Online Activities	B. Speak Up (Audio/Video vs. Text)	C. Nurture Belonging	D. Act Safely & Responsibly
<p>I. Clearly Communicate Your Boundaries & Expectations with Others</p> <ul style="list-style-type: none"> For example, let people know you're offline after 8 p.m. for a screen-free routine Notify your contacts that you are unavailable via an automated message 	<p>I. Use Audio/Video Messages When Possible</p> <ul style="list-style-type: none"> Audio messages can be easier to understand, especially when dealing with complicated issues 	<p>I. Use Netiquette (Online Etiquette) Codes in Digital Spaces & Communication</p> <p><u>For Emails:</u></p> <ul style="list-style-type: none"> Include a subject line Be careful of Reply All; not everybody has to be in on every conversation <p><u>For Online Spaces:</u></p> <ul style="list-style-type: none"> Protect people's privacy Don't allow for cyberbullying Respect people's ideas; give credit where credit is due 	<p>I. Act Ethically & Think Critically Online</p> <ul style="list-style-type: none"> Reflect on the health of the media you both consume & create Fact-check all the time Strategically select contacts & information channels to follow
<p>II. Establish Group Norms</p> <ul style="list-style-type: none"> Establish group norms on digital communication & values to help manage information Distinguish communications that need urgent response from those that can be postponed 		<p>II. Manage the Health of Your Online Spaces & Communities</p> <ul style="list-style-type: none"> Use active & mutual listening, dialogue, trust, & openness Create group agreements to run meetings more smoothly 	
		<p>II. Involve Community to Maintain Healthy Online Spaces</p> <ul style="list-style-type: none"> Members can help create an online community Share roles (e.g., social media, communication, finance, etc.) 	